

# Direct Commission Officer (DCO) Processing Guide

## Overview

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<b>Introduction</b>	This guide provides an overview of the steps necessary to process a DCO's accession into the Coast Guard <b>Reserve</b> , attendance at DCO School and subsequent transfer to first permanent duty station (PDS).
<b>References</b>	<p>The following directives provide additional information about the DCO program:</p> <ul style="list-style-type: none"><li>(a) COMDTINST 1131.23, Direct Commission Programs</li><li>(b) CG Personnel Manual, COMDTINST M1000.6(series), Sec. 1-B-1.b</li><li>(c) Reserve Policy Manual, COMDTINST M10001.28(series), Sec. 1.E.3.a.</li><li>(d) CG Recruiting Manual, COMDTINST M1100.2(series), Sec. 4.D.14.f</li></ul>
<b>Applicability</b>	<p>This guide is only applicable to those officers who receive a RESERVE commission and report to DCO school before reporting to their first PDS</p> <p>It is not applicable to:</p> <ul style="list-style-type: none"><li>• PHS Officers.</li><li>• Officers who report to their PDS before reporting to DCO school (It is our understanding that some direct commission aviators report to airframe transition training before attending DCO school).</li><li>• Active Duty members commissioned as Physician Assistants. According to Sec. 1.A.7.a.2, CG PERSMAN, Active Duty members in the PYA program receive Temporary <b>Regular</b> Commissions. Therefore, they can be processed like an OCS graduate.</li></ul>

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# Direct Commission Officer (DCO) Processing Guide

## Overview, Continued

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### Contents

In this guide:

Topic	See Page
The Process	3
Completing the Accession	5
Accessions into the IRR	6
Extended Active Duty Orders – Assignment Officer Procedure	8
Extended Active Duty Orders – SPO Procedure	11
Pay Entitlements	18

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# Direct Commission Officer (DCO) Processing Guide

## The Process

**DCO Process** This table provides an overview of the DCO process.

Stage	What		When	Who
1	Announcement of Selection Panel Schedule for the next fiscal year. <b>Example:</b> <a href="#">ALCGRECRUITING 009/05</a>		July	CGRC
2	Submit packages		By deadline for program as announced	Applicants (via local recruiter for non-CG members or via unit ESO for CG members)
3	Selection panels meet and message announcing selectees and alternateness released <b>Example:</b> <a href="#">ALCGRECRUITING 001/05</a>		As announced is schedule	CGRC
4	Sends letter with additional commissioning requirements to primary selectees			CGPC (opm-1)
4	Completes commissioning requirements		As directed by CGPC.	Primary selectees.
5	Adds selectee to DA as an Applicant. Schedules DCO class in DA Issues PCS/EAD orders in DA Sends Oath of Office and application package to selectee.			CGPC (opm-1)
6	Completes Oath of Office and other documents.		Upon receipt	Selectee
7	If	Then	Upon signing	Selectee
	Current CG/CGR Member (other than IRR)	Takes oath and other paperwork to current SPO		
	Civilian or prior (non-CG) service or CGR (IRR)	Sends oath and other paperwork to Academy SPO		
8	Completes accession and EAD orders		Upon receipt of documents from selectee	SPO

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# Direct Commission Officer (DCO) Processing Guide

## The Process, Continued

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**Processing  
Point  
Processing  
Point**

The majority of DCO accessions are completed the Academy SPO. However, if the applicant is currently a member of the USCG or USCGR, their current SPO completes the discharge/accession.

From civilian status:

1. Accession as USCGR. Effective date of rank that is on the oath (which is pre-filled by CGPC) (not more than 30 days before CCLVN date).  
Note: See process on page 6 for these types of accessions.
2. *What unit to use for accession?* New unit (first PDS)
3. EAD Orders from date member departs home enroute to Academy (within reason for mode of travel) through end of EAD contract (Engineering Officers, Lawyers, Aviators, can be different).
4. *Date military obligation completed field?* 8 years from date of oath.

From USCGR status:

1. Discharge
2. Accession
3. EAD

From Active Duty status: Current SPO completes:

1. Discharge
  2. Accession
  3. TDY to Academy
  4. EAD
-

# Direct Commission Officer (DCO) Processing Guide

## Completing the Accession

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### Introduction

This section covers the intricacies of completing an accession for a DCO.

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### Before You Begin

If the DCO is currently a member of the CG or CGR, you must complete a discharge effective the day prior to the date the oath of office is effective. For the discharge use:

- SPD code:  
**KGM**—"Accept Commission or warrant in same branch of service"  
(reserve member/reserve commission) or  
**KGN**—"Accept Commission or warrant in another branch of service"  
(active duty member/reserve commission)
  - Reason: Convenience of the Government.
  - Type: Honorable
  - Status: Accept Appointment as Officer
- 

### Accession Notes

Complete DCO accessions as prescribed in the Direct-Access Online Manual at <http://cgweb.psc.uscg.mil/ps>. The Accessions "book" provides step-by-step procedures. When completing the accession keep these important points in mind:

See "Accession into the IRR" on the following page for officers who complete the Oath of Office before reporting for training.

- If the DCO has prior CG, CGR, PHS, CG Auxiliary or CG civilian employment USE THE EXISTING EMPLOYEE ID NUMBER (a.k.a "Rehire").
  - For a non Active Duty member, you will be accessing the DCO to the position and unit of their first PDS. The time at the Academy for DCO school will be account for using TDY training orders. DCO school will not be reflected on the EAD orders. Active Duty members will be accessed at their current unit and the EAD orders will "transfer" them to their new PDS as officers.
  - Be sure to set the pay grade using the correct "Job Code" in **Step 6 of the Hire Applicant directions**. If you are completing an accession on an officer who has four or more years prior active duty enlisted service **YOU MUST** click on the **Salary Plan** tab and set the Salary Administration Plan field to "OFE" (Officer with Prior Enlisted Service) and set the Grade field to 01E, 02E or 03E (ENS, LTJG or LT with 4 or more years enlisted service).
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# Direct Commission Officer (DCO) Processing Guide

## Accession into the IRR

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### Introduction

DCO Program selectees, not on active duty, may execute the Oath of Office up to 30 days before reporting for training/commencing EAD. These officers are assigned to the IRR (Individual Ready Reserve) during the time between completing the Oath of Office and departing home, enroute to the Academy, for DCO school.

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### Data Entry Notes

Keep these key points in mind when completing the accession for an officer who completes the Oath of Office 30 or less days prior to reporting for training:

#### **Applicant Data Panel:**

- Application date – Use the date of the Oath of Office.
- Requisition – Use Position number the officer will be assigned to (first PDS).

#### **Applicant Contract Data Panel:**

**Note:** Be aware that *Contract Data* does not reflect or imply EAD contract information. EAD is a type of Reserve Active Duty, not an enlistment contract.

- Contract Begin Date – Date the Oath of Office was administered.
- Contract Type – “COM” (Commission).
- Contract Term – 8 years (if member has no prior service) or term specified by the commissioning program, whichever is more.

**Note:** All personnel incur an initial 8-year military obligation upon their first military affiliation.

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# Direct Commission Officer (DCO) Processing Guide

## Accession into the IRR, Continued

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### Data Entry Notes (cont'd)

#### **Applicant Contract Data Panel** (continued from previous page):

- Service Dates – Complete in accordance with DA Online instructions. For an officer with no prior service, most of the service dates will be the date the oath was administered. This includes the **Pay Base** and **Active Duty Base** dates. Expected loss date will be the day prior to the officer's 60<sup>th</sup> birthday. Expected Active Duty Termination date will be the date the EAD contract ends.
- Employee Classification – Set the Employee Classification field "*Individual Ready Reserve (IRR)*". Set the Reserve/Training Pay Code to "*P=Awaiting IADT*" and select the appropriate Classification Code describing the officer's military obligation (e.g. "*Inact Du Officer w/in 8 yr obl*" for an officer with no prior, or less than 8 years prior, service).

#### **Hire Applicant Panel:**

- All dates will be equal to the date the Oath of Office was administered.
  - **Do not make any adjustments for "*Delay in Reporting*".** There is no travel or delay associated with this type of accession. The officer's EAD orders will be used to record travel time from home and from the Academy to the first PDS.
  - Be sure to correctly set the codes for "Job Code" and "Pay Grade" on the Job Data page.
  - Position and Department entry dates will also be the date the Oath of Office was administered.
-

# Direct Commission Officer (DCO) Processing Guide

## EAD Orders – Assignment Officer Procedure

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**Introduction** DCOs who are appointed with Reserve Commissions (versus those who appointed with Temporary Regular commissions) receive Extended Active Duty Orders.

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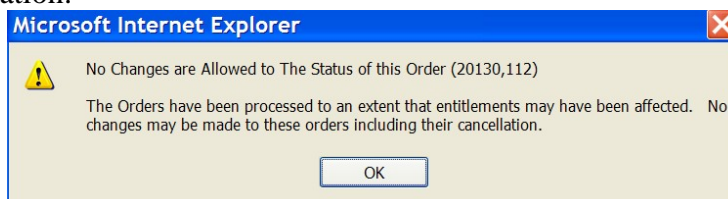
**Discussion** EAD orders in Direct-Access serve two important functions, they:

1. Bring the member onto active duty thereby entitling them to pay and allowances.
2. Provide authorization to make a PCS move from the place from which ordered to active duty to the new permanent duty station.

Previously two sets of orders were required to place the member on EAD and make the PCS transfer. First, a PCS order was issued, and then a separate EAD order was issued. This procedure combines the PCS and EAD orders into a single EAD authorization.

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**Correcting Existing PCS Orders** This procedure can also be used to correct an existing set of orders. However, corrections must be made before the SPO records the depart/report information. If changes are necessary after the depart/report information is entered by the SPO, the orders must be cancelled and new orders issued. This error will appear if changes are attempted after the SPO has completed the depart/report information:



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**Procedure** After a decision is made to authorize EAD follow the normal [Make Assignment](#) (Succession Planning) process in Direct-Access.

- The EAD orders process is essentially the same as the active duty PCS process. There is one small **but important** difference – You must change the Action/Reason code on the orders page to “**RSV**”.

A step-by-step overview of the process begins on the next page.

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# Direct Commission Officer (DCO) Processing Guide

## EAD Orders – Assignment Officer Procedure, Continued

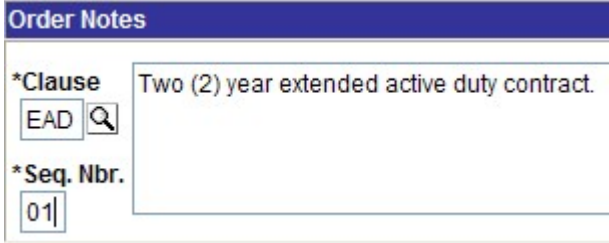
Step	Action
1	Create a Succession Plan for the Position the Reservist is going to fill. Note: If correcting a set of orders, access the original succession plan in lieu of creating a new one.
2	Enter the member's employee ID number on the Candidates tab. (Note: If the employee ID field is not active (grayed out), click the Initialize button.)
3	Click the <b>Orders</b> button. The orders page will open in a new window.
4	<p>Locate the Action/Reason field.</p> <ul style="list-style-type: none"> <li>It will normally default to “<b>DPT</b>” as shown below:  Action: <input type="text" value="Transfer"/> <input type="text" value="DPT"/>  PCS Depart</li> <li>Change the Reason Code to “<b>RSV</b>” for Reserve Active Duty Assignment. You can click the lookup icon to search for and select the code or just enter in the space.</li> <li>When completed the Action / Reason section will look like this: Action: <input type="text" value="Transfer"/> <input type="text" value="RSV"/>  RSV Duty</li> </ul>
5	<p>Enter the date the EAD commences in the <b>Est. Depart Date</b> field.</p> <p>Est Depart Dt: <input type="text" value="06/01/2005"/> </p>
6	<p>Change the <b>Est. Report Date</b> to the date the EAD contract ends. <i>It will default to 30 days after the depart date.</i></p> <p>Est Report Dt: <input type="text" value="05/31/2007"/> </p>
7	Set the * <b>Status</b> field to “ <i>Apvd Std</i> ” to approve the orders.

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# Direct Commission Officer (DCO) Processing Guide

## EAD Orders – Assignment Officer Procedure, Continued

### Procedure (continued)

Step	Action
8	Add any required order notes and set the print sequence number(s) per existing EAD and PCS procedures. 
9	Click the OK button.
10	You will be returned to the Succession Plan Page. Click Save to create the orders.

*Example Completed Succession Plan Orders Page for EAD*

[Home](#) > [Develop Workforce](#) > [Plan Successions \(GBL\)](#) > [Use](#) > [Succession Plan](#)

Orders

Member: Short Name: YN2 Name: Employee Classification: Regular Gender: Female  
Curr Unit/Posn: 00012404 DUTY

To Position: 00030405 DUTY 436094 Second Class Yeoman  
To DeptID: 000001 CGC GALLATIN Military

Action: Transfer RSV RSV Duty Act Date: 04/19/2005  
Est Depart Dt: 05/01/2005 Curr Rotat: AO CD:  
Est Report Dt: 04/30/2007 Next Rotat: 04/20/2005 Completed:  
Status: Apvd Std PE: RA  
LUFS Proj: RA3  
TONO:

Pipeline Trng No Spec Need: N

Order Notes Find | View All First 1 of 1 Last  
Clause Two (2) year extended active duty contract  
EAD  
Seq. Nbr. 01  
OK Cancel Apply

# Direct Commission Officer (DCO) Processing Guide

## EAD – SPO Procedures

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<b>Introduction</b>	This section provides the user at the SPO with the procedure for completing Extended Active Duty Orders.
<b>Discussion</b>	<p>Coast Guard Personnel Command will issue the orders following the procedure in Assignment Processing instructions. The orders will be available via the Airport Terminal and the Reserve Orders Menu. Once properly completed and endorsed the orders will:</p> <ul style="list-style-type: none"><li>• Place the reservist on active duty for a specific period.</li><li>• Authorize PCS transfer to the EAD unit.</li></ul>
<b>Reference</b>	<p>The following references provide additional information about PCS entitlements and regulations.</p> <ul style="list-style-type: none"><li>• <a href="#">Personnel Manual, COMDTINST M1000.6 (series), Chap 4</a></li><li>• <a href="#">Joint Federal Travel Regulations, Volume 1</a></li><li>• <a href="#">Personnel and Pay Procedures Manual, PSCINST M1000.2 (series), Chap 2</a></li></ul>
<b>Members Currently on Reserve Active Duty Orders</b>	<p>The SPO for the member's current unit must complete the following actions before finalizing EAD orders for a member who is already on another type of Reserve active duty:</p> <ol style="list-style-type: none"><li>1. Short-term of 139 days or less<ul style="list-style-type: none"><li>• Sets current Reserve Duty Order <b>Actual Duty End Date</b> to the day prior to the EAD begin date.</li></ul></li><li>2. Long-term of 140 days or more.<ul style="list-style-type: none"><li>• Inputs/approves a RELAD transaction effective the day prior to the EAD begin date.</li></ul></li></ol>

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# Direct Commission Officer (DCO) Processing Guide

## EAD – SPO Procedures, Continued

### Departing Procedure

The SPO, for the unit the member is departing from, must complete these steps when a member is authorized EAD orders.




Step	Action																		
1	<p>Locate the member’s orders on the unit’s Airport Terminal, or, by using the following menu items:</p> <p><a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Track Global Assignments (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Reserve Orders</a></p> <p>Enter the member’s employee ID number on the Find an Existing Value page and click the search button.</p> <p>Select the orders from the search results. Note that the <i>Duty Type</i> will be EAD and the status will be “<i>Appvd Standard</i>” indicating that this is new set orders. The newest orders always appear at the top of the search results.</p> <table><thead><tr><th>EmplID</th><th>Empl Rcd Nbr</th><th>Estimated Depart Date</th><th>Estimated Report Date</th><th>Sequence</th><th>Coast Guard Duty Type</th><th>Status</th><th>Short Name</th><th>Empl Class</th></tr></thead><tbody><tr><td><a href="#">10707500</a></td><td><a href="#">0</a></td><td><a href="#">05/01/2005</a></td><td><a href="#">04/30/2007</a></td><td><a href="#">1043748</a></td><td><a href="#">EAD</a></td><td><a href="#">Appvd Standard</a></td><td><a href="#">YN2</a></td><td><a href="#">Regular</a></td></tr></tbody></table>	EmplID	Empl Rcd Nbr	Estimated Depart Date	Estimated Report Date	Sequence	Coast Guard Duty Type	Status	Short Name	Empl Class	<a href="#">10707500</a>	<a href="#">0</a>	<a href="#">05/01/2005</a>	<a href="#">04/30/2007</a>	<a href="#">1043748</a>	<a href="#">EAD</a>	<a href="#">Appvd Standard</a>	<a href="#">YN2</a>	<a href="#">Regular</a>
EmplID	Empl Rcd Nbr	Estimated Depart Date	Estimated Report Date	Sequence	Coast Guard Duty Type	Status	Short Name	Empl Class											
<a href="#">10707500</a>	<a href="#">0</a>	<a href="#">05/01/2005</a>	<a href="#">04/30/2007</a>	<a href="#">1043748</a>	<a href="#">EAD</a>	<a href="#">Appvd Standard</a>	<a href="#">YN2</a>	<a href="#">Regular</a>											
2	<p>The Reserve Orders Page will display. There are no editable fields on the first tab -- <i>Reserve Specific Info</i>.</p> <p><a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Track Global Assignments (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Reserve Orders</a></p> <div><div><a href="#">Reserve Specific Info</a>   <a href="#">Reserve Orders</a>   <a href="#">Record Arrive/Depart Info</a>   <a href="#">Reserve Leave Disposal</a></div><div><div><div>EmplID: Dept: 000450 CG PSC Job Code: 436094 YN2 Location: KS0001 CG PSC Position:</div><div>Empl Rcd Nbr: 0 Empl Class: Regular Sal Plan/Grade: ENL E5</div></div></div><div><div><div>Reserve Specific Info</div><div>Type Of Duty: <div>Extended Active Duty</div> Payment for Duty: <div>Pay and Allowances</div> Payment for Travel: <div>Single Travel Claim</div> Days of ADT-AT requirement satisfied by these orders: <div></div> Dept. benefiting from this duty: <div>000001</div> CGC GALLATIN Dept. funding this Order: <div>003452</div> COMMANDANT (G-WRP) LUF S Project Code/Number: <div>RA3</div></div><div><div>SetID: AUSCG</div><div>Entitlements <div><div><input checked="" type="radio"/> Full</div><div><input type="radio"/> Partial</div></div></div></div><div><div><div>Save</div><div>Return to Search</div><div>Previous tab</div><div>Next tab</div></div><div><a href="#">Reserve Specific Info</a>   <a href="#">Reserve Orders</a>   <a href="#">Record Arrive/Depart Info</a>   <a href="#">Reserve Leave Disposal</a></div></div></div></div></div>																		
3	<p>Click the <a href="#">Reserve Orders</a> tab.</p>																		

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# Direct Commission Officer (DCO) Processing Guide

## EAD – SPO Procedures, Continued

### Departing Procedure (continued)

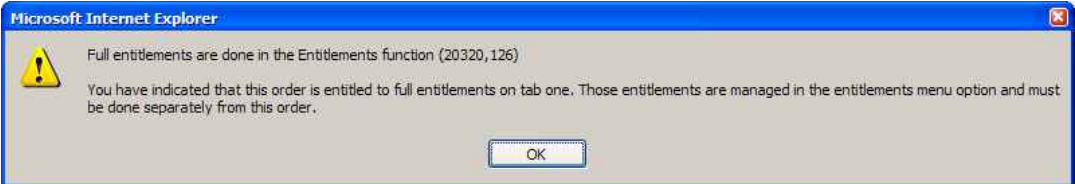
Step	Action
4	<p>Review the <i>Order Begin Dt</i> and <i>Order End Dt</i> fields in the <b>Basic Information</b> block, these fields must match the dates the member's EAD contract begins and ends. It is permissible for the SPO to change/correct these fields. However, changes which differ from the term of the EAD contract must be approved by CGPC (epm/opm).</p> <p><b>Order Begin Dt:</b> 05/01/2005  <b>Order End Dt:</b> 04/30/2007 </p>
5	<p>Locate the <i>Authorizing Official (Name, Rate/Rank)</i> field in the <b>Basic Information</b> block and enter the name and title of the person who will be signing the orders.</p>
6	<p>Complete the <i>Mode of Travel</i>, <i>Reimbursable Expenses</i>, and <i>Orders Notes</i> fields per procedures for an Active Duty PCS transfer. Refer to the <a href="#">PCS Order</a> topic in the <a href="#">Direct-Access Online Manual</a> and the references cited at the beginning of this section for guidance.</p> <p> <b>Warning:</b> Do not make any entries in the <i>Authorized Delay</i> area at this time. This information will be entered on the next tab.</p>
7	<p>Route the order for approval, or approve the order, (see next page) and click save.</p>

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# Direct Commission Officer (DCO) Processing Guide

## EAD – SPO Procedures, Continued

**Approving EAD Orders** After the initial travel information is entered, a user with the CGHRSUP role must approve the travel order.

Step	Action						
1	<p>Click the <b>Route For Approval</b> button.</p> <table><tr><th>If you are</th><th>Then</th></tr><tr><td>The approving official (SPO Supervisor/ CGHRSUP Rule User)</td><td><ol style="list-style-type: none"><li>1. Click the drop-down menu in the Approval status field and select “approved”</li><li>2. Click OK.</li><li>3. Click Save when returned to the reserve orders page.</li></ol></td></tr><tr><td>Not the approving official</td><td><ol style="list-style-type: none"><li>1. Enter the approving official’s employee ID number in the Forward To field.</li><li>2. Click OK.</li><li>3. Click Save when returned to the reserve orders page.</li></ol></td></tr></table> <p>Saving the orders will return several warning and informational messages. Note the reminder that pay entitlements for long-term reserve orders must be administered through the Employee Entitlements module.</p> 	If you are	Then	The approving official (SPO Supervisor/ CGHRSUP Rule User)	<ol style="list-style-type: none"><li>1. Click the drop-down menu in the Approval status field and select “approved”</li><li>2. Click OK.</li><li>3. Click Save when returned to the reserve orders page.</li></ol>	Not the approving official	<ol style="list-style-type: none"><li>1. Enter the approving official’s employee ID number in the Forward To field.</li><li>2. Click OK.</li><li>3. Click Save when returned to the reserve orders page.</li></ol>
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# Direct Commission Officer (DCO) Processing Guide

## EAD – SPO Procedures, Continued

### Completing The Record Arrive/ Depart Info Tab

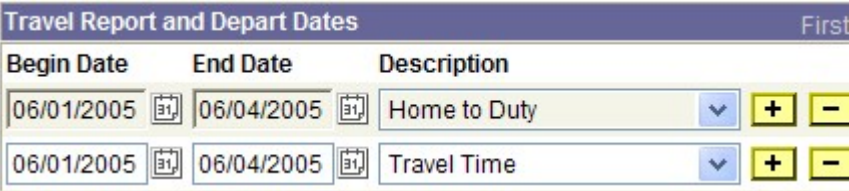

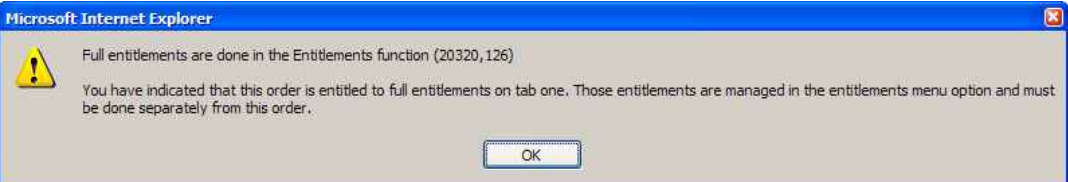
This section must be completed after the orders have been approved and saved.

Step	Action																
1	Path to <a href="#">Home</a> > <a href="#">Administer Workforce</a> > <a href="#">Track Global Assignments (GBL)</a> > <a href="#">Use</a> > <a href="#">Reserve Orders</a> .																
2	Enter the member’s employee ID number on the Find an Existing Value page and click the search button.																
3	<p>Select the orders from the search results. Note that the <i>Duty Type</i> will read “EAD” and the <i>Status</i> will show ‘Ready for Member to Execute’, indicating the orders have been approved, but the Actual Duty dates (Endorsements) have not yet been completed.</p> <table><tr><th>EmplID</th><th>Empl Rcd Nbr</th><th>Estimated Depart Date</th><th>Estimated Report Date</th><th>Sequence</th><th>Coast Guard Duty Type</th><th>Status</th><th>Short Em Name Cla</th></tr><tr><td><a href="#">1070750</a></td><td><a href="#">0</a></td><td><a href="#">05/01/2001</a></td><td><a href="#">04/30/2002</a></td><td><a href="#">1043748</a></td><td><a href="#">EAD</a></td><td><a href="#">Ready for Member to Execute</a></td><td><a href="#">YN2</a></td></tr></table>	EmplID	Empl Rcd Nbr	Estimated Depart Date	Estimated Report Date	Sequence	Coast Guard Duty Type	Status	Short Em Name Cla	<a href="#">1070750</a>	<a href="#">0</a>	<a href="#">05/01/2001</a>	<a href="#">04/30/2002</a>	<a href="#">1043748</a>	<a href="#">EAD</a>	<a href="#">Ready for Member to Execute</a>	<a href="#">YN2</a>
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4	<p>Click on the <a href="#">Record Arrive/Depart Info</a> tab and locate the <a href="#">Actual Report and Depart Dates</a> section.</p> <ol style="list-style-type: none"><li>Complete the <i>Actual Duty Begin Dt</i> field using the date the member’s EAD contract begins (same as the <i>Est. Duty Begin Dt</i>, which appears below the data entry field).</li></ol> <div><div><a href="#">Actual Report and Depart Dates</a></div><div><div><div>Actual Duty Begin Dt:</div><div><input type="text" value="06/01/2005"/></div><div></div></div><div><div>Est Duty Begin Dt:</div><div>06/01/2005</div></div></div></div> <ol style="list-style-type: none"><li>Complete <i>Actual Duty End Dt</i> field using the date the member’s EAD contract ends (same as the <i>Est. Duty End Dt</i>, which appears below the data entry field).</li></ol> <div><div><a href="#">View All</a></div><div><div><div>Actual Duty End Dt:</div><div><input type="text" value="05/31/2007"/></div><div></div></div><div><div>Est Duty End Dt:</div><div>05/31/2007</div></div></div></div> <p>Note: Both the <i>Actual Report</i> and <i>Actual Depart</i> date fields must be completed by the SPO for the unit the member is departing from.</p>																

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# Direct Commission Officer (DCO) Processing Guide

## EAD – SPO Procedures, Continued

Step	Action
5	<p>Locate the <b>Travel Report and Depart Dates</b> section.</p> <ol style="list-style-type: none"> <li>The first entry must be a “<i>Home to Duty</i>” row. The begin and end dates must span any authorized delay, such as leave, proceed time, and travel time, which will be listed after the Home to Duty row.</li> <li>After entering the Home to Duty row, click the add row button (+) and insert additional rows for each type of delay.</li> </ol> 
6	<p>When complete click the  button. This creates the appropriate endorsement on orders transactions.</p> <p><i>Reminder:</i> Saving the orders will return several warning and informational messages. Note the reminder that pay entitlements for long-term reserve orders must be administered through the Employee Entitlements module.</p> 

### BAH for Members Without Dependents

The SPO for the unit the member is departing from must record BAH entitlement in Employee Entitlements for members without dependents.

Members without dependents are entitled to BAH w/o deps (at the rate for their current unit locale) from the date departure on EAD through the day prior to reporting to their new duty station.

If the member has dependents, BAH will start automatically.

*Continued on next page*

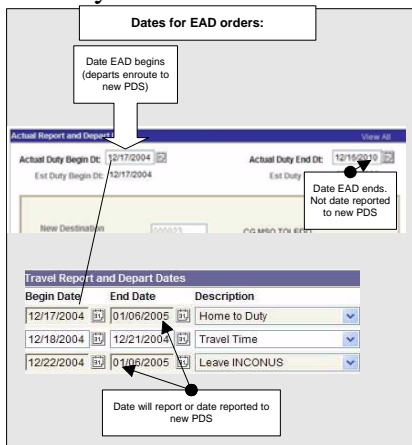


# Direct Commission Officer (DCO) Processing Guide

## EAD – SPO Procedures, Continued

### Reporting Procedure

The SPO for the member's new PDS must complete the following steps after the member reports.

Step	Action
1	Record entitlements (BAH, BAS, CSP, SDAP, etc.) as appropriate for the new PDS, effective the date the member reports.
2	<p>If member reported early, adjust “Home to Duty” and other itinerary dates.</p>  <p>Also, adjust stop BAH date for members w/o dependents.</p>

# Direct Commission Officer (DCO) Processing Guide

## Pay Entitlements of Newly Hired Officers Attending DCO School

Entitlement	Newly Accessed Officers Attending DCO		While Enroute from Academy New Duty Station after DCO School		Reference
	Mbrs w/o Deps	Mbrs w/Deps	Mbrs w/o Deps	Mbrs w/ Deps	
<b>Basic Pay</b>	Yes @ O-1, O-1E, O-2, O-2E, O3 or O3E, rate as appropriate				Article 1-B-5.j, CG Personnel Manual; Figure 2-2, Rules 3 & 6, CG Pay Manual
<b>BAH</b>	Partial BAH (“D”)	BAH-I (“L”)@ location of dependents. If dependents reside in a non-BAH eligible locale (e.g., Guam or Puerto Rico), then BAH-II is payable instead of BAH-I.	BAH-I (“G”)@ New London locale.	BAH-I (“L”) @ location paid while at DCO School (location of dependents)	Figure 3-7, Rules 1 & 15, and Figure 3-10, Rules 1 & 19, CG Pay Manual
<b>CONUS COLA</b> <b>Note: Transaction</b> <b>must be</b> <b>submitted even if</b> <b>no \$ ent.</b>	No (unless New London, CT becomes an eligible locale)	Yes @ location of the dependents if that is an eligible locale	No (unless New London, CT becomes an eligible locale)	Yes @ location paid while at OCS (location of dependents or permanent unit if eligible locale)	Sections U8002, U8011, & U8012, JFTR
<b>BAS</b>	Officer BAS	Officer BAS	Officer BAS	Officer BAS	Section 3.A.1, Figure 3-2, Rule 10, & Figure 3-4, Rules 1 & 3, CG Pay Manual
<b>FSA-T</b>	No	Yes starts on 30 <sup>th</sup> day.	No	Yes (for travel time only, not for proceed time or leave)	Figure 3-19, Rule 10, CG Pay Manual
<b>Clothing Allowance</b>	\$400 Initial (+\$200 Additional for Reserve commission)	\$400 Initial (+ \$200 Additional for Reserve commission)			Sections 3-I and 3-K, CG Pay Manual (exceptions in sections 3.K.2, 3.K.3, 3.K.5)
<b>Career Sea Pay</b>	No	No	No	No	Figure 4-7, Rule 4, CG Pay Manual
<b>Hardship Duty Pay – Location</b>	No	No	No	No	Figure 4-3, Rule 5, CG Pay Manual